

## OFFICER DECISION RECORD SHEET

**Name of decision maker:** Assistant Director of Housing

**Service Area:** Housing Development

**Title of Decision:** To award a contract for Architectural Services for the Council's New Build Scheme.

**Decision made and reasons:**

**Decision:** To award a contract to Ingleton Wood LLP for Architectural Services at the Garage Site New Build Development Schemes.

**Reason:** The Council requires an Architect role at the Garage Sites New Build Development Schemes (RIBA Stages 0 - 4+)

The Council tendered the architectural opportunities using the OJEU Open Procedure. The Council evaluated the tenders looking at a combination of price and quality to ensure all aspects of the requirement are taken into consideration.

The Council received 47 returns in total.

**Reports considered:**

The procurement report is attached.

**Officers/Councillors/Ward Councillors/Stakeholders Consulted:**

Housing Development Senior Project Manager  
Group Manager of Housing Development  
Commissioning, Procurement & Compliance Team Leader  
Corporate Director Housing and Regeneration

**Financial Comments:**

A budget of £600k was approved at Cabinet on 27<sup>th</sup> March 2018 to fund consultancy services to include professional fees and surveys required to support the development of new build schemes.

Lucy Tash  
Accountant - Housing

**Monitoring Officer Comments:**

A contract for Architectural Services should be completed prior to commencement of the services.

**Deputy S151 Officers Comments:**

The contract award is within the approved budget levels and funding is allocated for architecture support.

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**Financial:**

The cost of the contract is estimated to be £80,365.00 over the contract duration.

**Options considered and reasons for rejection:**

The Council does not have the required skills in house to deliver this project. On that basis the Council has had to source an external consultant to fill the role.

**Officer Signature:**

Date: